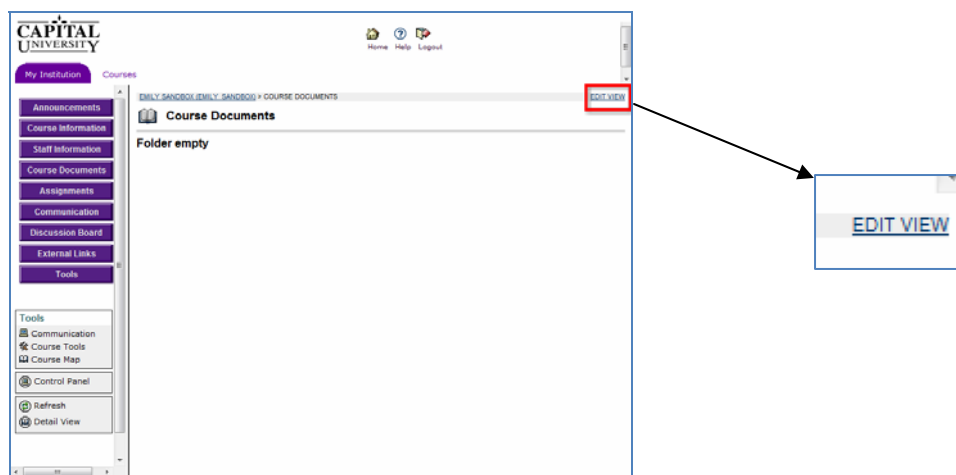


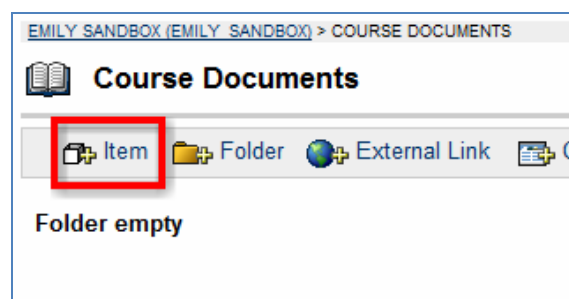
How to upload documents in Blackboard 7

One of the most used features of Blackboard is uploading course documents. You can upload any kind of document, such as word files, spreadsheets, pictures, and videos. Uploading a syllabus for your class is a great start. You can create a new text document, or use any document on your computer that you have already created.

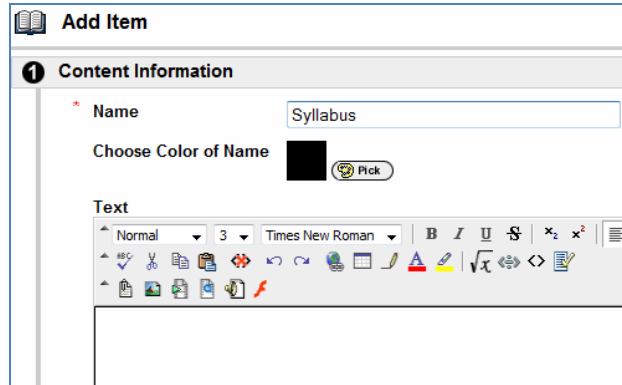
1. Start by choosing which section you want to have your syllabus show up in. In this example, we will use “Course Documents.” When you go to that section, there will be a link in the top right corner that says “Edit View.”



2. Once you click that link, you are able to edit the content of that section. Underneath the header, there is a toolbar. To create or upload a document, click the “Item” button.



- Now that you are on the “Add Item” page, section 1. will allow you to put in the Content Information for the document. So, you would name it and add any description that you would like your students to have for the document.



Add Item

1 Content Information

* Name

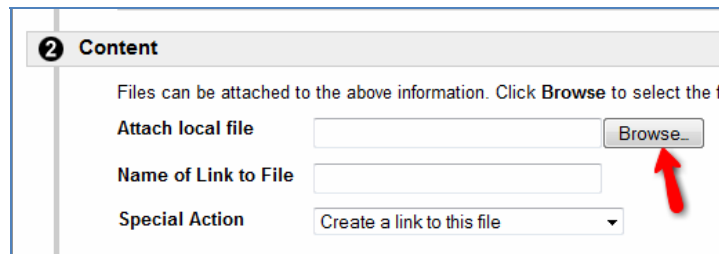
Choose Color of Name

Text

Normal 3 Times New Roman B I U \$ x₂ x₂

Rich text editor toolbar with icons for undo, redo, bold, italic, underline, link, unlink, list, indent, outdent, and other text formatting options.

- Scroll down to section 2. to add your content. To upload a document you have already created, click the browse button. This will bring up a window where you can find the document you need. Select the appropriate document, and click “Open.” This will attach the document.



2 Content

Files can be attached to the above information. Click **Browse** to select the file

Attach local file

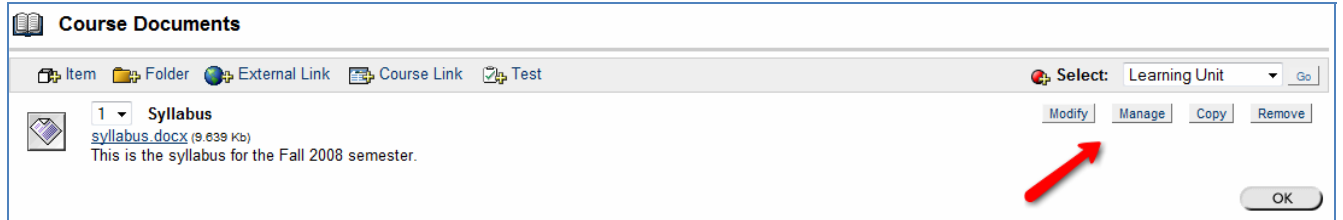
Name of Link to File

Special Action

- When you are ready scroll down and click submit to save your work.



- Once you submit the document, you will be able to view it while still in “Edit View.” On the right side of the page there are options to modify, manage, copy, or remove the document. If you would like to see how the document will display for your students, click “Display View” in the upper right corner.



You are finished! This allows you to upload any type of document into any section of your course that you choose.